

Chehalis River Basin Flood Control Authority – Early Flood Warning Program
REQUEST FOR QUALIFICATIONS

Date Issued: June 8, 2009

Statements of Qualifications Due: prior to 9:00 a.m.

Lewis County, Lead Agency for the Chehalis River Basin Flood Control Authority (Flood Authority) is seeking a qualified individual or team to provide consulting services for designing and implementing an Early Flood Warning Program that builds on the existing system of gauges and includes a communication system that integrates current local emergency response plans.

Background:

For more than 70 years, the local communities of the Chehalis River Basin have worked with a variety of public agencies to find solutions to the chronic flooding problems throughout the basin. However, residents of the watershed today remain fearful that lack of flood protection and warning leaves them vulnerable to the next storm event.

The Chehalis River Basin Flood Authority (Flood Authority) was formed in response to the 1996 and 2007 flood events throughout Lewis, Grays Harbor, and Thurston County and on the Chehalis Reservation. The Authority was formed by an Interlocal Agreement between eleven jurisdictions in the river basin. One of the purposes of the Flood Authority is to develop and implement flood hazard mitigation measures throughout the basin.

One project the Flood Authority has identified for early action is the development of an Early Flood Warning System. This System is proposed in response to perceptions in the basin that some areas do not receive adequate flood warning and the findings of the recent Chehalis River Basin Stream and Precipitation Gauge Report (March 2009, see Attachment 1). The report includes a recommendation to improve local forecasting and emergency response. State Flood Mitigation Funds would support the implementation of this System throughout the basin.

The Flood Authority is initiating this Request for Qualifications (RFQ) to solicit qualifications from firms or individuals interested in providing consultant services to help the Flood Authority in this process. The Flood Authority is seeking consultant services to conduct the following tasks:

Tasks:

The major tasks associated with this project are listed below.

1. Work with communities in the Chehalis River basin to determine their needs for an early warning system.
2. Develop recommendations for a Flood Warning System for the Chehalis basin, including recommended technologies that build upon the existing gauge system in the basin, recommended strategies for enhancing flood warning notification, and options for integrating the communication system with existing local emergency response plans.

3. Work with the Flood Authority to identify and select the options that would be most beneficial for the Chehalis basin.
4. Provide recommendations for sources of funding to implement the selected options.
5. Provide the Flood Authority with technical guidance on the selection of products and vendors for implementing the selected options.
6. Coordinate and monitor the installation and implementation of the flood warning system.

Timeframe:

Work under this contract is expected to be completed by [REDACTED]. The work may be extended or modified at the discretion of the Flood Authority.

Format of Qualifications and Requirements:

Letter of interest: Introduce yourself and the team and demonstrate your understanding of the nature of the project.

Personnel: Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, and describe the anticipated roles of team members in the work. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss your related experience based upon 2-4 relevant projects, including client and project information, with your responsibility in the projects, the challenges presented by each project, and the final results. Discuss experience with developing flood warning programs and required gauging systems.

Client References: Please provide three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles and telephone numbers.

Submittal Information and Proposal Schedule:

Preliminary Schedule

RFQ Issued	[REDACTED]
SOQ proposal submittal deadline	[REDACTED]
Notify finalists or selected consultant	[REDACTED]
Finalist interviews week of	[REDACTED]
Final selection	[REDACTED]
Contract scope and budget development	[REDACTED]
Recommendation presented to the Authority	[REDACTED]
Flood Authority makes recommendation to Lewis County	[REDACTED]
Lewis County executes contract for services	[REDACTED]

Note: The Flood Authority and Lewis County reserves the right to modify the schedule as circumstances may warrant.

Qualifications Quantities, Due Date, Time, Location

Submit 1 original unbound copy, 1 electronic copy, and 10 comb-bound copies of the Request for Qualifications proposal, which should be a maximum of 25 single-sided 8.5" by 11" pages in 12 point font. Proposals are due in the office of Lewis County Clerk of the Board no later than 9:00 a.m. on [REDACTED]. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Clerk of the Board
Lewis County Board of County Commissioners
351 NW North Street Room 209
Chehalis, WA 98532

Communications with the Authority and Lewis County

Any questions regarding the submittal process and/or aspects of the Request for Qualifications may be made via e-mail to [REDACTED] at: [REDACTED]

Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to [REDACTED]. No questions will be accepted after [REDACTED], at the close of business.

The Request for Qualifications and supporting documents are available for review on the Lewis County web site, www.lewiscountywa.gov, or at the Department of Community Development, 2025 NE Kresky Ave., Chehalis, WA, 98532 during regular business hours.

Evaluation process:

Review Process

The Flood Authority's Board Advisory Committee will rate proposals. The review team will recommend finalists for interviews or select a team. If the review team decides interviews are necessary the interviews will occur during the week of [REDACTED] and select a firm by [REDACTED].

Evaluation Criteria

Consultants will be ranked based upon the qualifications and experience of the consultant team. Consultants will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Key personnel and knowledge.
- Past performance and references

- Success in working with public sector clients, including effective public involvement, and tribal government.

The Flood Authority reaffirms its right to make any selection it deems prudent.

The successful individual, firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and Lewis County will finalize the contract terms and conditions. If Lewis County and the selected consultant are unable to agree on terms and conditions at this point, Lewis County may exercise its right to negotiate with other consultants. The Flood Authority will validate any recommendation or tentative agreement made by Lewis County, acting as the Lead Agency.

Publication:

Attachment 1. Chehalis River Basin Stream and Precipitation Gauge Report (March 2009)